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Ninth Annual Report

OF THE

BOARD OF

City Service Commissioners

OF

MILWAUKEE,

January 1, 1904.

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NINTH ANNUAL REPORT

OF THE

BOARD

OF

City Service Commissioners

OF THE

CITY OF MILWAUKEE,

MILWAUKEE, WIS.,
U. S. A.

JANUARY 1, 1904.

MILWAUKEE:
THE EDW. KEOGH PRESS, 347-349 BROADWAY.
1904.

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BOARD OF CITY SERVICE COMMISSIONERS.

President,

WM. W. McINTYRE.

WM. W. McINTYRE,	- -	Term expires on the first Monday in July, 1904.
EDMUND GRASSLER,	- -	Term expires on the first Monday in July, 1905.
JOHN H. WINDFELDER,	-	Term expires on the first Monday in July, 1906.
FRANK A. KREHLA,	- -	Term expires on the first Monday in July, 1907.

Chief Examiner and Secretary,

J. J. VLACH.

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FORMER BOARDS OF CITY SERVICE COMMISSIONERS.

1895.

The following gentlemen were appointed in the month of June, 1895:

JOSHUA STRAK, President, - - - -	Term to expire in July, 1899.
CONRAD NIEDERMAN, - - - - -	Term to expire in July, 1898.
CHARLES H. STROHMEYER, - - -	Term to expire in July, 1897.
JAMES CONROY, - - - - - - -	Term to expire in July, 1896.

1896.

CONRAD NIEDERMAN, President.
JOSHUA STARK.
CHAS. H. STROHMEYER.
EMMONS E. CHAPIN.

1897.

CONRAD NIEDERMAN, President.
JOSHUA STARK.
EMMONS E. CHAPIN.
CHAS. H. STROHMEYER.

1898.

CHAS. H. STROHMEYER, President.
JOSHUA STARK.
EMMONS E. CHAPIN.
*CARL C. JOYS.
EDGAR L. WOOD.

1899.

EMMONS E. CHAPIN, President.
CHAS. H. STROHMEYER.
EDGAR L. WOOD.
ERNEST P. BUTLER.

1900.

EDGAR L. WOOD, President.
CHAS. H. STROHMEYER.
ERNEST P. BUTLER.
GEO. P. ZIEGLER.

1901.

ERNEST P. BUTLER, President.
EDGAR L. WOOD.
**GEO. P. ZIEGLER.
EDMUND GRASSLER.

1902.

ERNEST P. BUTLER, President.
WM. W. McINTYRE.
EDMUND GRASSLER.
JOHN H. WINDFELDER.

* Resigned September, 1898.
** Resigned July 9, 1902.

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MILWAUKEE, January 1, 1904.

The Honorable David S. Rose, Mayor of the City of Milwaukee:

We herewith submit to you the ninth annual report of the Board of City Civil Service Commissioners for the year ending December 31st, 1903, in compliance with Section 13 of the City Civil Service Law, for transmission to the Common Council.

The annual report of the Chief Examiner and *Ex-Officio* Secretary of the Board is appended hereto, giving a statement of all the examinations held and the general results thereof, all transfers, promotions, etc., carefully compiled statistics and complete history of the business and all transactions of the department for the year, with copy of the City Civil Service Act, now in force.

The examinations and the management of the department has been in charge of John J. Vlach, Chief Examiner and *Ex-Officio* Secretary of the Board, who, together with the subordinate clerks, Mr. E. E. Caufy and Miss K. A. Schauble, have faithfully and conscientiously performed their respective duties.

Respectfully submitted,

WM. W. McINTYRE,
EDMUND GRASSLER,
J. H. WINDFELDER,
F. A. KREHLA,
Commissioners.

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APPENDIX.

EXHIBIT A.

Rules for the Civil Service

OF THE

CITY OF MILWAUKEE.

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DIVISION A.

GENERAL DIRECTIONS AND INFORMATION

FOR BOTH THE

OFFICIAL SERVICE AND LABOR SERVICE.

RULE I.

TITLES, NAMES, PAY-ROLLS, NOTICES OF CHANGES IN SERVICE.

SECTION 1. Every department, sub-department, office, position, etc., in the City Service, shall be known by only one title. Each title shall be applied only to one department, sub-department, class of positions or other category.

SEC. 2. In regard to entries in the City Service made since the Civil Service act went into effect, the sworn applications in the archives of the City Service office shall form the basis of the Civil Lists whenever possible.

SEC. 3. The spelling of the first names and the surnames in all lists and pay-rolls must correspond with those in the applications.

SEC. 4. All officials, including ward superintendents and other heads of sub-departments whose duty it is to write pay-rolls, shall keep a correct transcript of the names of persons employed under them, as stated in the corrected Civil Lists in the City Service office and in the offices of the respective city departments, and write the first names and surnames correctly thereafter on every pay-roll.

SEC. 5. The names of employes of several classes may appear on the same pay-roll; but those of each class must be kept separate from those of every other class, to facilitate control.

SEC. 6. In order that the Civil Lists may be kept correct and complete, every appointing officer or board shall give the City Service office prompt official notice of all changes in their service, including appointments, promotions, transfers, separation from service caused by dismissal, resignation or death, or any other cause, changes of residence, etc., giving the name, date, position, department and

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compensation, on forms prescribed by the Board. All such changes in the service (changes of residence excepted) shall be certified to the City Comptroller by the Board, in order that the basis for the Comptroller's audits may be kept complete and that no payments be made in violation of these rules.

SEC. 7. The Board will extend the operation of the rules to classes not yet under the rules as soon as practicable and advantageous to the city; will alter or rescind rules where circumstances make it necessary; will make new rules, and will, from time to time, adopt rulings, definitions and instructions for the Chief Examiner.

RULE II.

CLASSIFICATION.

SECTION 1. The offices and places in the service of the city, coming within the provisions of Chapter 313 of the laws of 1895, shall be classified in two divisions.

The first division shall be known as the OFFICIAL SERVICE.

The second division shall be known as the LABOR SERVICE.

SEC. 2. The OFFICIAL SERVICE shall, as soon as practicable, include the following classes of offices and positions of a more or less permanent character drawing annual or monthly salaries, and such of those drawing wages per diem as require the supervision of the men of a sub-department, ward or district, or the inspection of public work.

Exceptions are indicated in Sec. 6 of the Civil Service Law.

CLASS I. *Medical Service:* All positions, the duties of which require knowledge of the profession of medicine, or some branch thereof.

CLASS II. *Civil Engineering:* All positions, the duties of which require knowledge of the profession of civil engineering or of some branch thereof.

CLASS III. *Clerical Service:* All positions of clerks, messengers, copyists, recorders, stenographers, typewriters, bookkeepers or other similar service, whether paid by the year, month or day, or by the piece, or in any other way.

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CLASS IV. *Electrical Service:* All positions, the duties of which require a special knowledge of electricity in some form of its application.

CLASS V. *Mechanical Service:* All positions, the duties of which require a knowledge of steam engines, boilers and other machinery, their care and operation; and all other positions requiring special mechanical knowledge or skill.

CLASS VI. *Inspection Service:* All positions under the Department of Public Works, not included in any other class, the duties of which relate to inspection, whether of work done, material furnished, or other matters.

CLASS VII. *Janitor and Elevator Service:* All positions connected with the care and operation of public buildings.

CLASS VIII. *Library and Museum Service:* All positions connected with the administration of the Public Library and Public Museum.

CLASS IX. *Bridge Tenders.*

CLASS X. *Service in the Nature of Police Service,* including the positions of Harbor Master, Sanitary Inspectors, Park Police, Watchmen and other similar positions.

CLASS XI. *Superintendents or Foremen of Labor* officially designated by those titles.

CLASS XII. *Miscellaneous Service:* All offices and places of employment coming under the provisions of these rules, whatever the character and designation of the same may be, which are not included in any of the foregoing classes or in the Labor Service.

SEC. 3. The classes of the OFFICIAL SERVICE shall be graded according to the compensation as follows:

1st Grade—Compensation at the rate of less than $600 per year.
2nd Grade—Compensation at $600 or more, and less than $800.
3rd Grade—Compensation at $800 or more, and less than $1,000.
4th Grade—Compensation as $1,000 or more, and less than $1,200.
5th Grade—Compensation at $1,200 or more, and less than $1,500.
6th Grade—Compensation at $1,500 or more, and less than $1,800.
7th Grade—Compensation at $1,800 or more, and less than $2,100.
8th Grade—Compensation at $2,100 or more, and less than $2,500.
9th Grade—Compensation at $2,500 or more.

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SEC. 4. The LABOR SERVICE shall include all common laborers and skilled laborers, or other employes, not included in the Official Service as above defined, in Sec. 2 of Rule II.

SEC. 5. CIVIL LISTS: Two lists, to be known as the Civil Lists of the city shall be kept in the office of the Board.

One of them shall contain the name of every person employed in and receiving compensation in the Official Service under the Civil Service rules, and shall be called "OFFICIAL CIVIL LIST."

The other shall contain the name of every person employed and receiving compensation in the Labor Service under Civil Service rules and shall be called "LABOR CIVIL LIST."

Besides the names of officers and employes, they shall exhibit the titles of their offices or positions; the compensation attached thereto, the application number, if appointed since the Civil Service act went into effect; the department or sub-department in which employed, the date or dates of certification; the date of appointment, if known; the last previous position, if any, filled in the City Service; the date of promotion or transfer, if promoted or transferred; to what position promoted or transferred, if any; the date of termination of employment, and the cause of termination of employment.

RULE III.

QUALIFICATIONS, APPLICATION AND REGISTRATION.

SECTION 1. Applicants for appointment in the service of the city must be citizens of the United States, of full age, and must have resided in the city not less than three years next preceding the date of their application.

Residence in territory annexed to the City of Milwaukee for three years immediately previous to such annexation and application shall be deemed equivalent to residence in said city, within the meaning of this rule.

SEC. 2. Every application must be in writing, signed by the applicant, and made under oath or affirmation before an officer authorized by law to administer oaths.

SEC. 3. Every application must be made in the form prescribed by the Board, at proper office hours.

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SEC. 4. All applicants must furnish with their applications satisfactory proofs that they are persons of good moral character, of correct and orderly deportment, and of temperate and industrious habits.

SEC. 5. Every application must be accompanied by the certificates of not less than three reputable citizens of Milwaukee, freeholders therein, not holding any city, county or state office, each certifying that he has been personally acquainted with the applicant for at least three years last past, and believes him to be of good moral character, of correct and orderly deportment, of temperate and industrious habits, and in all respects fit for the service he wishes to enter, and that such citizen is willing that his certificate shall be made public.

Additional certificates may be required in any case in the discretion of the Board.

SEC. 6. Any false statement knowingly made by any applicant in his application for admission to any examination, or made at his request or with his knowledge, in any certificate which may accompany his application, or any other fraudulent conduct, shall be regarded as good cause for excluding him from such examination or for removing his name from any register or eligible list.

SEC. 7. No application will be accepted from any person habitually using intoxicating liquors to excess, or from any person who has been convicted of any offense against the laws of this or any other state, or of the United States.

SEC. 8. Defective applications will be returned to applicants, if the defects are detected before registry, and an opportunity given them to correct the same.

SEC. 9. Whenever any application shows that the applicant is not qualified under these rules and regulations, such application will be rejected, and the applicant notified of the reason therefor.

SEC. 10. The date of the reception of each accepted application shall be endorsed thereon, the application filed in the office of the Board, and the name of the applicant entered upon an application register.

SEC. 11. CITIZENSHIP: The written statement of an applicant of legal age, upon his oath or affirmation, that he was born at a certain specified place in the United States;

Or that he served in the Union army or navy during the late war of the rebellion and was honorably discharged;

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Or that his father became a full citizen while the applicant was a minor;

Shall be considered sufficient proof of his citizenship to make his application acceptable, unless circumstances cause doubts as to the truthfulness of such statement, or as to the facts involved, in which case additional proof may be required.

Naturalized citizens must produce for inspection by the Chief Examiner their certificates of naturalization.

SEC. 12. In case of loss of "citizen papers" or the "honorable discharge," by fire or otherwise, any one of the following proofs will be accepted, supplementing the affidavit of the applicant in question:

A. Certifications from the records of the court where the papers were originally issued, or of the War Department.

B. The affidavit of a citizen of the United States and freeholder of at least five years' residence in Milwaukee, to the effect that he knows the said applicant to have been in possession of his "second naturalization paper" at or about a certain time.

C. The affidavit of a citizen of the United States and freeholder of at least five years' residence, or the certificate of the clerk of any court of record under the seal of said court, to the effect that the said applicant has served as a juror in said court.

D. In the case of a Union Veteran, the affidavit of one of his comrades-in-arms that he knows him to have served in the United States army or navy and to have had an honorable discharge from that service.

SEC. 13. Satisfactory information at any time produced to the Board, either before or after examination, of the bad character or dissolute habits of any applicant, or of any criminal or disreputable act or conduct of such applicant, or of his dismissal for good cause from any branch of public service, shall be sufficient to exclude him from examination or to remove his name from any eligible list.

SEC. 14. Persons whose names have been stricken from any register or eligible list, shall not be permitted to make a new application within one year thereafter.

SEC. 15. The Board will make such regulations as they deem necessary to identify the registered applicants and to preserve a record of their conduct.

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RULE IV.

EXAMINATIONS AND ELIGIBLE LISTS.

SECTION 1. The names of those whose applications have been received and filed will be admitted to examinations as hereinafter prescribed.

SEC. 2. Applicants who pass their examinations satisfactorily shall be registered in the eligible lists of their respective classes according to the rules.

SEC. 3. When an applicant having the necessary qualifications for the position sought, in the judgment of the Board, merits special recognition for extraordinary services rendered to the city, the State of Wisconsin or the United States, or for other sufficient reasons, the Board may advance his standing upon the eligible lists on the ground of character and experience. The reasons for such action shall be recorded in the proceedings.

SEC. 4. If an applicant on any eligible list is appointed to a temporary position, he shall resume his standing on the eligible list after the termination of the temporary employment.

SEC. 5. The names of applicants

Who, for sufficient reasons are not admitted to an examination, or

Who do not respond to a call for examination, or for correction of papers, or

Who report for examination, but do not complete the same, or

Who do not attain the required minimum rating at any examination,

Shall be stricken from the registers.

SEC. 6. If any applicant whose name is on the eligible list refuses or neglects to accept a place offered him upon proper appointment, his name shall be stricken from the said eligible list, unless he gives reasons satisfactory to the Board for continuing him on the list, notwithstanding such refusal.

SEC. 7. Eligible lists are to continue in force for one year from the date of their declaration, except as provided by Section 8.

SEC. 8. The Board may, at any time, by resolution, discontinue any eligible list, or continue any eligible list in force for a second year, or for a shorter or a longer period of time.

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SEC. 9. The Secretary may from time to time require eligibles to declare whether they wish to have their names retained upon the respective eligible lists. If they answer in the negative or do not respond within ten days, their names shall be expunged therefrom.

SEC. 10. Any applicant whose name shall have been placed upon the proper eligible list, and who shall thereafter have been employed in the City Service under these rules and temporarily laid off or granted leave of absence, will not again be required to make application for employment, but his name shall remain upon the proper Civil List until removed therefrom by the Board for cause.

RULE V.

REQUISITIONS, CERTIFICATIONS AND APPOINTMENTS.

SECTION 1. Except in cases hereinafter mentioned, whenever there is a vacancy to be filled in any position in the City Service subject to these rules, the appointing officer or board shall make written requisition in duplicate upon this Board, on the blank forms prescribed by the same, for the names of persons eligible for appointment to such position.

SEC. 2. In order to allow the appointing power a limited selection, the Chief Examiner shall, after receiving the requisition, certify the following number of names from the head of the pertinent eligible list:

For 1 or 2 appointments, 2 names more than the required number shall be certified.

For 3 or 4 appointments, 3 names more than the required number shall be certified.

For 5 to 7 appointments, 4 names more than the required number shall be certified.

For 8 to 11 appointments, 5 names more than the required number shall be certified.

For 12 to 16 appointments, 6 names more than the required number shall be certified.

For 17 to 30 appointments, 7 names more than the required number shall be certified.

For more than 30 appointments, approximately $1\frac{1}{4}$ times the number required shall be certified.

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In case the requisition shall specify the female sex, persons of that sex may be certified; otherwise persons of the male sex alone will be certified.

SEC. 3. Whenever the Board is notified, in and by the requisition, that any position to be filled requires special skill and proficiency in a particular branch of industry, art or service, they may direct the Chief Examiner to certify the proper number of names of persons having the highest standing among those proficient in such special branch.

SEC. 4. The appointing officer or Board may select the required number of names from those certified to him.

In all cases where the names of such appointees are not the first of the names certified, the officer or board making the appointments shall notify the Board in writing of the reason for such action.

SEC. 5. No appointment to any office, or place, subject to the provisions of Chapter 313 of the laws of 1895, and to the provisions of these rules, shall be made except in the manner required by these rules.

SEC. 6. Temporary exceptions may be made in cases of emergency, where the public business would suffer otherwise from delay. No such appointment for an emergency shall continue for more than ten days, except with the express consent of the Board.

In every case the officer making such temporary appointment shall immediately report the same with a statement of the reason therefor, and of the time for which he deems such appointment necessary.

Such temporary appointment may be suspended by the Board, if, in its judgment, no satisfactory reason existed for making the same.

DIVISION B.

Special Rules for the Government of the Official Office.

RULE VI.

SPECIAL QUALIFICATIONS OF APPLICANTS.

SECTION 1. Where, in the opinion of the Board, special qualifications are required, and the appointing officer requests, in writing, that

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the examination for any position in the Official Service be open to persons who are not citizens or residents, or not of full age, the Board may grant such exceptions if it approves of the reasons given.

SEC. 2. When, in the judgment of the Board, the public service will be benefited thereby, examinations for positions in the Official Service may be open to persons of either sex who are 18 years of age and upwards, who otherwise possess the qualifications prescribed by these rules.

RULE VII.

APPLICATIONS.

SECTION 1. Application for admission to any examination in the Official Service may be made at proper office hours, subject, however, to the restriction that it must be filed with the Chief Examiner at least three days before the day fixed for the examination, and to other restrictions herein mentioned, or published by the Board from time to time.

SEC. 2. Each application must contain a statement under oath or affirmation, and in the applicant's own handwriting, showing the following facts:

(1.) Position for which application is made.

(2.) Full name, residence and postoffice address.

(3.) Citizenship.

(4.) Place and date of birth.

(5.) Period of residence in Milwaukee.

(6.) In the case of Ward Superintendents and Assessors, period of residence in the ward.

(7.) Condition of health and physical capacity for the public service.

(8.) Previous employment in the public service.

(9.) Business or employment and residence for the previous five years.

(10.) Names, occupation and residence of all persons in whose employ the applicant has been during the next preceding five years.

(11.) Character and extent of applicant's education.

(12.) That the applicant is not in the habit of using intoxicating liquors to excess.

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(13.) That he has not been convicted of any offense against the laws of this or any other State or of the United States.

(14.) Whether married or single, and, in the former case, the number and age of members of the family dependent upon his or her support.

(15.) Such other information as may reasonably be required touching applicant's fitness for the public service.

SEC. 3. Applicants for the positions of Ward Superintendents and Assessors must have been residents not less than six months in the ward in which their duties are to be performed.

SEC. 4. No application for the position of bridge tender shall be received from any man who has not attained the age of thirty (30) years.

SEC. 5. The Chief Examiner will give to each applicant, by mail, at least two days' previous notice of the time and place of examination.

Applicants must produce this notice at the place of examination, where it will be taken up by the Chief Examiner or other person in charge of the examination.

RULE VIII.

EXAMINATIONS.

SECTION 1. Examinations for the OFFICIAL SERVICE shall be open to all persons possessing the qualifications required by law and by these rules to entitle them to the same, and who have made due application in the form required by these rules.

SEC. 2. Examinations shall be held at such times and places as the Board shall from time to time designate.

SEC. 3. No visitors shall be admitted during examinations, except by special permission of the Chief Examiner or the Board.

SEC. 4. The subjects of examination shall be designated from time to time by the Board.

SEC. 5. The relative weight to be attached to each subject at each examination shall have regard to the importance of such a subject as a test of fitness for the particular position to which such examination relates.

SEC. 6. No person shall be entitled to a place upon an eligible list whose average standing upon a just grading in the examination,

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taking into consideration the relative weight given to the different subjects covered by the examination and to character and experience, shall be less than seventy-five per cent. of complete proficiency.

SEC. 7. The examinations shall be carried on under the supervision of the Chief Examiner, and shall be conducted by him personally whenever practicable.

SEC. 8. In any case where technical or special knowledge or skill is required as a qualification for the position sought, the Board may designate any suitable person or persons possessing the necessary qualification to conduct or assist in such examination.

SEC. 9. An applicant whose name is on an eligible list may take a new examination for the same position before or after his term of eligibility has expired.

SEC. 10. Every applicant present at any examination shall conform to the following instructions:

(1.) Sign your full name upon the identification sheet (Form 4), place it in the small, blue identification envelope, and seal immediately.

(2.) Do not write your name anywhere else while in the examination room.

(3.) Write your answers to Division I on the paper marked Division I, those to Division II on the paper marked Division II, etc.

(4.) Do not copy the questions on the answer sheets.

(5.) Mark each answer with the same number or letter by which the corresponding question is marked on the question sheet.

(6.) Give all calculations in full. Do not use odd paper to multiply or divide, but write all the figures that you have to use on the answer sheet. Should you detect mistakes in your figuring, cross out the wrong work and commence once more. A mistake corrected will not lower your standing.

(7.) Do not write beyond the red line on the right. This space is needed for the marking of your answers.

(8.) No applicant is permitted during any examination, in any manner whatever, to give assistance to any other applicant, or to receive assistance from any person whatever, or to communicate with any person or to leave the room without a guard provided by the Chief Examiner or his assistant.

(9.) A violation of these rules or instructions may exclude the offender from the examination and from all registers of the City Service Department.

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SEC. 11. The papers of each applicant shall be marked and graded under his examination number.

SEC. 12. The identification envelope shall not be opened unless by special direction of the Board or its President, until such marking and grading have been passed upon by the Board.

After the grading is finished, the envelopes shall be opened for the purpose of ascertaining the names of the successful applicants and determining their positions upon the proper eligible list.

Whenever, in the opinion of the President, it is necessary to obtain further information regarding the character, experience or other antecedents and qualifications of the competitors, or any one of them, before the Board meets to determine the final grading, he may authorize the Chief Examiner to open the identification envelopes for the purposes of obtaining the needed addresses and references.

SEC. 13. The examination and marking of every applicant examined shall be open to inspection by such applicant.

SEC. 14. The examination papers with marking and final rating of any applicant certified for appointment may be exhibited to the respective appointing officer at the office of this Board and in the presence of the Chief Examiner.

RULE IX.

ELIGIBLE LISTS.

SECTION 1. The names of those applicants who have attained a standing of seventy-five per cent. and over at any examination shall be placed in the order of their relative standing upon a register called "eligible list."

SEC. 2. The Board may consolidate two or more eligible lists of the same kind by rearranging all the eligibles named therein according to their standing.

SEC. 3. When an applicant has been appointed to a position in the official service, his name shall be stricken from that eligible list from which he was certified.

SEC. 4. An applicant registered in any eligible list, whose appointment is rejected by the appointing officer or board, for reasons reported to the Board, may be retained on said list, unless he or she shall be thus rejected three times.

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Such repeated rejection shall be sufficient cause for removing the name of such person from the eligible list.

RULE X.

REQUISITIONS, CERTIFICATIONS AND APPOINTMENTS.

SECTION 1. Whenever an appointing board or officer shall make a requisition upon this Board for names of eligibles for appointment, the Chief Examiner shall certify to such board or officer for the vacancy or vacancies to be filled, as many names of persons highest in standing upon the proper eligible list in the order of such standing, as fixed by Rule V.

SEC. 2. In case any office or employment requires such special qualifications that the Board is unable to comply with the requisition made with a view to an appointment to that office, they may in their discretion allow a provisional appointment to be made, subject to their approval, and to continue in force only until a proper eligible list can be obtained by examination, or until further action by the Board.

In other cases, if there be no eligible list, and a prompt appointment be required, the Board may authorize the appointing officer to select a suitable person possessing the general qualifications required of all applicants. Such person shall be subjected by the Board to a non-competitive examination, and if found qualified shall be certified for appointment.

Whenever practicable, however, a competitive examination of applicants shall be held for every office.

RULE XI.

TRANSFERS AND PROMOTIONS.

SECTION 1. Any person holding a position in the Official Service may be transferred to another position of the same class and grade, in the same or another department, without a new examination, whenever, in the opinion of the appointing officer, such transfer shall be desirable.

SEC. 2. Any person holding a position in the Official Service may be promoted to a higher grade of the same or a similar class, in the same or another department, without a new examination, whenever,

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in the opinion of the appointing officer, such promotion shall be for the best interest of the service.

SEC. 3. All transfers and promotions shall be subject to approval by the Board.

RULE XII.

INSPECTORS OF WORK DONE UNDER CONTRACT.

SECTION 1. No applicant shall be certified for the position of inspector of any work to be done under contract who is not a practical and experienced workman in the branch of work over which he seeks to be made an inspector.

SEC. 2. In the case of applicants who have heretofore been employed by the city in such positions, the head of the department under which such former employment was had will be called upon for full reports as to the past record of such applicants for faithfulness, competency and efficiency, and such reports shall be made in writing. Great weight will be given to such reports.

SEC. 3. Any applicant for the position of inspector of work to be done under contract, whose name shall have been placed on the proper eligible list, and who shall thereafter have received an appointment to such a position, will not again be required to make an application to the Board of City Service Commissioners; but his name shall remain upon the proper eligible list until removed therefrom by the Board for cause.

SEC. 4. Whenever any new public work is to be commenced, the inspector having the highest standing among the unemployed individuals of the eligible list of his class shall have preference, and each one shall at all times be reassigned to work in the order of his rating.

SEC. 5. But if not appointed to such position, no applicant's name shall be retained upon such eligible list for more than one year, unless he shall so request in writing and his request granted by the Board.

In case he so request, his name may be continued upon such eligible list, at the discretion of the Board, for a second year, or a shorter period of time, subject, however, to be removed therefrom at any time for cause in accordance with these rules.

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DIVISION C.

Special Rules for the Government of the Labor Service.

RULE XIII.

QUALIFICATIONS OF APPLICANTS.

SECTION 1. On the written request of an appointing officer or board in any department, the Board may direct that employment in any designated branch of the Labor Service in such department shall be open to minors, not, however, less than fifteen years of age.

SEC. 2. Skilled mechanics must have served not less than four years as journeymen at their respective trades.

RULE XIV.

APPLICATIONS.

SECTION 1. When the applications for work in any branch of the Labor Service are, in the opinion of the Board, sufficient in number to meet all probable demands for a period of six months or more, registration in that branch shall be suspended until again ordered by the Board.

SEC. 2. Each application shall show the following facts:

(1.) That the applicant desires employment in the Labor Service of the city. If the applicant is a skilled laborer, he will specify in what particular line of work he desires to be employed, and any important specialty of his trade in which he excels.

(2.) The full name, residence and postoffice address of the applicant.

(3.) Citizenship.

(4.) Place and date of birth.

(5.) Period of residence in Milwaukee.

(6.) Period of residence in the ward in which the applicant resides.

(7.) Condition of health and physical capacity for the public service.

(8.) What, if any, employment in the public service the applicant has had.

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(9.) The business or employment and the residence of the applicant for the previous five years.

(10.) The name, occupation and address of the applicant's present employer, and the name, occupation and address of the applicant's last employer, the position he held and the reason why he left this position.

(11.) The character and extent of the applicant's education.

(12.) Whether the application is in the applicant's own handwriting.

(13.) If not, the name of the person who wrote it for him.

(14.) That the applicant is not in the habit of using intoxicating liquors to excess.

(15.) That he has not been convicted of any crime against the laws of this or any other state or of the United States.

(16.) Whether married or single, and in the former case, number and age of members of the family dependent upon his or her support.

(17.) Such information as may be required by the Board touching the applicant's fitness for the public service.

SEC. 3. If the applicant is not able to sign his name, he may sign his mark, which must in that case be witnessed by the person who filled out the application for him.

SEC. 4. For any service other than common labor the applicant will be required to produce a certificate from some competent person, or persons, in the same trade or occupation, of the applicant's ability to do the special kind of work in which he desires to be employed.

RULE XV.

EXAMINATIONS.

SECTION 1. Upon the return of the application blank properly filled out and signed by the applicant with his name or mark, together with the required certificates as to character, sobriety, industry and fitness, duly filled out and executed, the Chief Examiner will number the application in the order of its receipt, and either examine the applicant forthwith, or notify the applicant of the time and place of his examination.

SEC. 2. At the time and place so specified, the members of the Board, the Chief Examiner, or such persons as may be selected by the

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Board, shall, in such manner as the Board may prescribe, make inquiry regarding the age, residence, citizenship, character, physical condition, family, means, schooling, previous occupation, experience and skill of each applicant, and ascertain and determine whether he is qualified for the employment sought.

SEC. 3. No educational test will be required for common laborers.

SEC. 4. Before entering the name of any applicant on the eligible list, such further inquiry may be made in regard to his character and capacity as the Board may deem practicable and expedient.

SEC. 5. Each applicant shall receive a marking and credit based upon the qualifications shown by his examination and by the evidence presented of his character and fitness for the employment sought.

RULE XVI.

REGISTRATION AND ELIGIBLE LISTS.

SECTION 1. Registers shall be kept in the office of the Board for each trade and the different branches of labor in the City Service.

SEC. 2. Applicants for common or skilled labor who have been found by the Board to be qualified for the employment sought shall be entered upon the appropriate eligible lists in the order of rating fixed by the Board.

Those of the same class having equal rating shall be arranged as nearly as may be in the order of the dates of their examination.

SEC. 3. Excellence in any specialty of any class of labor or trade shall be indicated in the pertinent registers and eligible lists opposite the names of the applicants.

SEC. 4. An applicant registered in any eligible list of the Labor Service, whose appointment is rejected by the appointing officer or board, may be retained on said list, unless thus rejected by the appointing power twice.

SEC. 5. When the eligible list of any ward is exhausted, the certifications may be made from the eligible lists of other wards.

RULE XVII.

REQUISITION, CERTIFICATION AND EMPLOYMENT.

SECTION 1. When the services of laborers are required, the appointing officer or board shall notify the Board, stating the number

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needed, and the particular kind of labor for which they are needed, with the compensation.

SEC. 2. The Board shall thereupon certify to the appointing officer or board the names and residences of the number of men called for, and as many more as required by Section 2 of Rule V.

SEC. 3. In the case of unskilled labor to be performed under the supervision of the Ward Superintendents, the names certified shall be those of persons who have been for six months next preceding residents of the ward in which the labor is to be performed.

RULE XVIII.

TRANSFERS AND PROMOTIONS.

SECTION 1. Any person employed in any department of the Labor Service may be transferred to similar work in any other department of the Labor Service, or promoted to similar work in any other department of the Labor Service or to similar work in the Official Service in the same department, subject to the approval of the Board.

SEC. 2. Immediate notice of such transfer or promotion shall be given to the Board by the head of the department to which the employe is transferred, and such change, if approved by the Board, shall be certified to the Comptroller.

SEC. 3. Common and skilled laborers employed in any subdivision of public work which is divided into districts, and whose work requires special training, as in the sewerage sub-departments, water works and park service, may be entered in the Civil List under the general heading for such subdivision, with the needed sub-headings for each district; and they may be transferred in their respective subdivisions from one district to another and re-transferred without formal notice to this Board from the appointing power.

This rule does not apply to the common laborers under Ward Superintendents.

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EXHIBIT B.

REPORT

OF THE

Chief Examiner and Secretary

TO THE

BOARD OF CITY SERVICE COMMISSIONERS

OF THE

CITY OF MILWAUKEE.

JANUARY 1, 1904.

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REPORT

OF THE

CHIEF EXAMINER AND SECRETARY.

MILWAUKEE, January 1, 1904.

To the Honorable the Board of City Service Commissioners:

Gentlemen—Pursuant to the provisions of the Civil Service laws of this State, I have the honor to herewith submit to your Honorable Body my report, covering the period from January 1, 1903, to December 31, 1903.

Upon the expiration of his four years' term of service, in July last, Commissioner Ernest P. Butler, after having held the office of President of the Board for two consecutive years, from July 3, 1901, to July 6, 1903, retired. Mr. Butler, while a member of the Board, served the city with signal ability and fidelity, and his services were of great value to the Commission. The Mayor appointed Mr. Frank A. Krehla in his place. Commissioner Krehla qualified in due time and took his seat at the meeting of the Board July 14, 1903.

At the special meeting of the Board, held July 14, 1903, Commissioner Wm. W. McIntyre was duly elected President of the Board for the ensuing year.

The Board held sixteen meetings during last year, besides a number of informal conferences and consultations.

During the year 1903, nineteen examinations were held for twenty-two different classes of official service. Five hundred and four applicants were summoned by mail for examination; 407, or 81 per cent. appeared; 375, or 92 per cent. of those who appeared finished the examination; 259 passed the examination, which is equal to 64 per cent. of those who appeared and 69 per cent. of those who finished the examination.

In all technical examinations the aid of trained experts in the line of work were called into service in preparing questions and marking the papers. As to the conduct of examinations there has been but

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little change from the method described in my report last year. I can only reiterate in saying that the Board always seeks to carry out the letter and spirit of the law, which directs that all examinations shall be practical and shall fairly test the relative fitness of the various competitors for the different positions they seek to enter.

In all examinations for laborers or for positions where only bodily strength or mechanical skill is required, there is no written educational test whatever. The labor applicant at the time of filing his application is only asked orally what he knows about the work for which he applies.

For more detailed account respecting examinations I beg leave to refer to Appendix "Exhibit A."

In the conduct of all examinations I have taken the utmost pain that not only all possibility of fraud, but all suspicion of it, should be removed, and I have never given preference or shown partiality to any competitor, and have always endeavored to perform the duties of my office strictly, impartially and honestly, with the aim in view to carry out the letter and spirit of the merit system.

There have been no changes made in the Civil Service rules during the year.

A set of Encyclopaedia Britannica has been purchased by the Board upon the suggestion of the Secretary, the same being needed in the office as reference books.

Otto Einem, who was on the official eligible list for ward superintendent of the Second Ward, upon proper requisition of the Board of Public Works, was certified and appointed by said Board January 3, 1903. Immediately after his appointment Alderman M. E. Biersach of the Second Ward introduced a resolution into the Common Council, wherein it was alleged and charged that said Otto Einem was appointed to the position of ward superintendent of the Second ward in violation of the City Service rules, and that at the time of his application for a position and the taking of examination for the same, he was not a resident of said ward, as required by the rules of the City Service Commission.

The resolution so introduced was referred to the Judiciary and Local Committee of the Second Ward for investigation. At the next regular meeting of the Common Council the Judiciary Committee

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made a report to the Council and recommended that the entire matter be referred to the Board of City Service Commissioners for further investigation.

Thereupon, on March 21, 1903, the Civil Service Board instituted a thorough and rigid investigation. Both Alderman M. E. Biersach and Ward Superintendent Einem were duly subpoenaed and both appeared in person and by their respective attorneys. Several witnesses were also summoned and examined under oath, and after hearing all the evidence and after all the proofs were submitted the Board found unanimously that the charges preferred were not well founded and not proven, and that Otto Einem, at the time he filed his application for the examination of ward superintendent, was a resident of the Second Ward.

On April 6, 1903, at the meeting of the Common Council, Alderman H. J. Murphy introduced the following resolution:

> "*Resolved,* That the City Attorney be and is hereby directed to draft a memorial to the legislature praying for the adoption of an amendment to the so-called City Service Law, whereby the examination papers of applicants for position shall be open to the public for inspection, after the examination has been held, and the standing determined by the proper officer or officers."

Upon montion the rules were suspended and the resolution adopted. As directed, the City Attorney drew up a memorial and sent it to Madison for adoption. The measure was referred to the Judiciary Committee of the Assembly and never reported upon.

Why this measure was introduced by the Alderman is manifest on its face. It was to insinuate into the public mind that the Civil Service Board is partial, dishonest and unfair in marking and grading examination papers of applicants, and hence a law was to be enacted, whereby the public would be enabled to watch them. The Civil Service rules in force cover the identical point in Rule VIII, Sections 13 and 14, which reads:

> "The examination and marking of every applicant examined shall be open to inspection by such applicant."
>
> "The examination papers with *marking* and final rating of any applicant certified for appointment may be exhibited to the respective appointing officer at the office of this Board and in the presence of the Chief Examiner."

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These rules surely are sufficient safe-guards to protect the applicant from any mis-marking of his papers.

I wrote to the Civil Service Boards of New Orleans, New York, Chicago and to the United States Civil Service Commission, Washington, D. C., regarding the proposed law, and in answer each and everyone of these boards condemned it in no uncertain words. They all asserted that such law would have the most pernicious effect upon the civil service.

On July 14, 1902, City Clerk Edward M. Schuengel appointed as his second assistant Owen D. Murphy and notified the Board of Civil Service Commissioners of such appointment. The appointment was temporary, until an appointment from new eligible list could be made. Sept. 29, 1902, an eligible list was established and the Board notified Mr. Schuengel to make appointment therefrom. He refused to do so, claiming that said official position is within the exemption clause of Section 6, Laws of 1895.

The Civil Service Board, per Ernest P. Butler et al, immediately brought injunctional proceedings enjoining the payment by the City Treasurer of any salary claim of Murphy. Defendant demurred to the complaint and the demurrer was sustained by the Court. The Board appealed the case to the Supreme Tribunal of the State for final adjudication. The Supreme Court affirmed the decision of the lower Court. In other words, the Court held that the second assistant in the City Clerk's office, for the faithful discharge of whose duties the City Clerk is required to give bond, is exempted from the operation of Civil Service, whereas the Commissioners were of the opposite opinion, as were a good many other people. The Board instituted said legal proceedings upon the only and sole ground that said Section 6 of the Laws of 1895 be finally construed by the proper court, and not from any arbitrary motive whatever.

To obviate all future misunderstanding and friction on account of said exemption law, between the Civil Service Board and the various departments of city government, I would respectfully recommend the repeal of Section 6, of the Laws of 1895, at the next session of our state legislature and that a new law be enacted, wherein and whereby all exempt offices would be clearly and distinctly enumerated.

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I would further respectfully recommend the approval and adoption of the amendment of Section 4, Rule V, as adopted by the Board on July 2, 1902, which amendment reads:

> "The appointing officer or board may select the required number of names from those certified to him."
>
> "In all cases where the appointees are not the first of the persons whose names are so certified, the officer or board making such appointment shall notify the Board in writing of the reason for such action; and such appointment shall be subject to the approval of the Board and shall not be certified to the City Comptroller unless so approved."

I also most respectfully and urgently recommend the amendment of Section 4, Chapter 218, 1897, of the Civil Service laws, as follows:

> "No city employe in the classified service, who shall have been appointed under the rules of Civil Service, shall be removed or discharged except for cause, upon written charges and after opportunity to be heard in his own defense. Such charges should be investigated by or before said Civil Service Commissioners."

The foregoing amendment, if embodied into law, would have a wholesome effect upon the entire merit system. It would guard the service against abuse, lessen the temptation to make improper removals and would afford a just degree of protection to the employe and a greater security of permanence in office during good behavior.

It is gratifying to note that the merit system is steadily increasing its sphere of operation in this country. The success which has attended its application in the Federal Government has done much to encourage its adoption in a great number of our cities and states. Of course, it is by no means claimed by the friends of Civil Service Reform that the system of to-day is ideally perfect and not subject to improvement, but they do assert that in spite of these defects, the merit system, whenever adopted, demonstrated beyond a shadow of doubt its usefulness and advantage over the old patronage system. The fundamental proposition of the merit system is that every American citizen has a right to serve the public (provided that his services are needed) if on his merits he is able to show that he is the man most capable of filling the position he seeks, and all he is required to do is to show this super-

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ior capacity in fair competition with other applicants. The main object of the merit system is to secure to the people an honest and efficient public service, and to eliminate, as much as possible, the demoralizing element of patronage, and political and personal favoritism. It is to be greatly desired that the next legislature of our State will enlarge and extend the scope of Civil Service law, that in the future it should not only apply to the city of Milwaukee, but to every public office in the State, not expressly exempt from its operation.

As usual the Commission has practiced strict economy, and the expenses of the office have been kept well within the appropriation, as shown by the following financial statement:

FINANCIAL STATEMENT FOR THE YEAR.

From January 1 to December 31, 1903.

CIVIL SERVICE FUND:		
Appropriation for 1903	$3,500 00	
Total balance City Treasurer's office, Dec. 31, 1902.	532 06	
DISBURSEMENTS:		
Printing annual report and blank forms		$183 85
Typewriter and mimeograph supplies		7 30
Stationery		33 58
Office fixtures and furniture		90 40
Telephone service		87 72
Advertising examinations		38 54
Postage		65 00
Newspaper subscriptions		21 55
Court expenses		200 00
Salaries		3,199 96
Balance on hand Dec. 31, 1903		104 16
	$4,032 06	$4,032 06

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STATISTICS OF APPLICANTS

FOR THE

OFFICIAL SERVICE.

January 1, 1903, to December 31, 1903, inclusive.

A.	Total number of applicants	469
B.	Dropped for non-appearance or other reasons	98
C.	Examined during above period	407
D.	Not yet examined, awaiting examination	154
E.	Married	300
F.	Single	169
G.	Native born	343
H.	Foreign born	126
I.	Veterans	4
J.	Women	26
K.	Average age	35 years.

NATIVITY OF 469 OFFICIAL APPLICANTS.

NATIVE BORN.

Milwaukee	187	Minnesota	3
Wisconsin (exclusive Milwaukee)	95	Nebraska	3
New York	17	Iowa	2
Michigan	9	New Jersey	2
Kentucky	6	Indiana	1
Illinois	6	Maine	1
Ohio	6	Maryland	1
Massachusetts	3	Pennsylvania	1
			343

About 73% native born.

FOREIGN BORN.

Germany	85	Scotland	3
Ireland	9	Poland	2
Austria-Hungary	5	Switzerland	2
England	5	Denmark	1
Bohemia	4	Holland	1
Canada	4	Wales	1
Norway	4		126

Total, 469.

About 27% foreign born.

(In giving percentages in statistical tables fractions are omitted.)

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RESIDENCE IN THE UNITED STATES.

No. of Applicants.	Years.	No. of Applicants.	Years.
1	3 to 5	42	41 to 45
3	6 to 10	32	46 to 50
10	11 to 15	11	51 to 55
53	16 to 20	10	56 to 60
105	21 to 25	2	61 to 65
81	26 to 30	1	71 to 75
63	31 to 35	—	
55	36 to 40	469	

AGE OF APPLICANTS.

No. of Applicants.	Years.	No. of Applicants.	Years.
31	16 to 20	20	51 to 55
75	21 to 25	19	56 to 60
83	26 to 30	5	61 to 65
62	31 to 35	3	66 to 70
74	36 to 40	2	71 to 75
52	41 to 45	—	
43	46 to 50	469	

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EXAMINATIONS IN THE OFFICIAL SERVICE.

During the Year 1903.

Date of Examination. 1903.	Position Sought.	Applicants inv. to appear.	Applicants appeared.	Did not finish.	Finished.	Highest rating.	Lowest rating.	Failed.	Passed.
Jan. 7....	Chainman.....	10	8	2	6	94.200	49.083	3	3
Jan. 14....	Meat Inspector.....	18	15	...	15	91.316	46.422	8	7
Jan. 21....	Tax Assessor.....	57	50	3	47	98.221	57.546	10	37
Feb. 5....	Water Meter Reader.....	111	99	2	97	96.750	62.700	13	84
Apr. 6....	Sanitary Inspector.....	60	42	3	39	93.933	41.700	19	20
Apr. 8....	Tax Assessor.....	18	16	1	15	80.866	46.483	13	2
May 12....	Ward Superintendent.....	10	9	1	8	94.100	81.200	...	8
May 28....	Clerk First Grade.....	24	16	...	16	95.450	69.900	2	14
June 4....	Clerk Second Grade.....	25	16	3	13	98.400	58.800	3	10
July 16....	Mechanical Engineer.....	5	4	1	3	85.633	77.250	...	3
Aug. 20....	Bridge Tender 1st Class.....	81	67	10	57	91.550	51.500	33	24
Aug. 20....	Bridge Tender 2nd Class.....					94.000	31.750		
Sept. 17....	Library Page.....	16	13	...	13	94.700	58.450	3	10
Sept. 17....	Registrar Vital Statistics.....	4	3	...	3	92.600	85.125	...	3
Sept. 29....	Janitor First Class.....	38	29	4	25	96.600	49.000	5	20
Sept. 29....	Janitor Second Class.....					97.960	50.300		
Oct. 22....	Messenger.....	8	5	1	4	99.250	87.400	...	4
Nov. 2....	Inspector of Streets.....	5	3	...	3	80.833	64.933	2	1
Nov. 19....	Inspector of Public Buildings..	5	4	...	4	89.766	65.300	2	2
Dec. 17....	Chainman.....	5	5	1	4	87.650	75.650	...	4
Dec. 17...	Draughtsman.....	4	3	...	3	94.350	92 000	...	3
Dec. 17....	Assistant Draughtsman.....					94.350	80.500		
		504	407	32	375	99.250	31.750	116	259

PERCENTAGES ATTAINED BY APPLICANTS WHO FINISHED THE EXAMINATION.

16 applicants attained..... 95 to 100%
63 applicants attained..... 90 to 95%
77 applicants attained..... 85 to 90%
62 applicants attained..... 80 to 85%
43 applicants attained..... 75 to 80%
114 applicants attained less than..... 75%

375

During the year 1903, 504 applicants were called by mail for examination; 407, or 81 per cent., appeared; 375, or 92 per cent. of those who appeared, finished the examination; 259 passed the examination successfully, which is equal to 51 per cent. of those called, 64 per cent. of those who appeared, and 69 per cent. of those who finished the examination.

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NATIVITY OF OFFICIAL ELIGIBLES.

December 31, 1903.

NATIVE BORN.		FOREIGN BORN.	
Milwaukee	157	Germany	52
Wisconsin (exclusive Milwaukee)	66	Ireland	9
New York	17	Austria-Hungary	8
Illinois	8	Scotland	5
Ohio	6	England	3
Minnesota	4	Switzerland	3
Kansas	2	Bohemia	2
Massachusetts	2	Denmark	2
Michigan	2	Netherlands	2
Nebraska	2	Norway	2
California	1	Poland	1
Maine	1		
New Jersey	1		89
Pennsylvania	1		
U. S. (state not given)	3		
	273		

Total, 362.

75% Native Born. 25% Foreign Born.

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APPOINTMENTS IN THE OFFICIAL SERVICE.
During the Year 1903.

To Take Effect.	Name.	Position.
1903.	BUILDING INSPECTOR'S DEPARTMENT.	
Mch. 1.....	John A. Moller.....	Assistant Building Inspector.
Mch. 1.....	Geo. G. Dunn.....	Assistant Building Inspector.
	CITY ENGINEER'S DEPARTMENT.	
Mch. 1.....	Thomas E. Hayes, Jr...	Chainman.
June 1....	Louis G. Widule.....	Chainman.
Nov. 9.....	Walter Lehfeldt.....	Chainman.
July 1.....	Peter J. King.....	Assistant Plumbing Inspector.
Nov. 5.....	Walter Windfelder.....	Messenger.
Nov. 17.....	Ernst H. Noack.....	Messenger.
Dec. 31.....	Bruno P. Schaefer.....	Assistant Draughtsman.
	HEALTH DEPARTMENT.	
Oct. 1.....	Frank Darling, M. D....	Registrar Vital Statistics.
May 25.....	Henry L. Schulz.....	Sanitary Inspector.
June 3.....	John Mahkorn.....	Sanitary Inspector.
Aug. 5....	Ferdinand Mack, Jr....	Sanitary Inspector.
Sept. 10.....	Peter H. McHugh.....	Sanitary Inspector.
Oct. 1.....	Felix J. Michalak.....	Sanitary Inspector.
Oct. 1.....	Joseph Derfus.....	Sanitary Inspector.
	PARK DEPARTMENT.	
May 15.....	Michael J. McKevitt, Jr.	Park Police.
June 25....	Wm. H. Crowley.....	Park Police.
	PUBLIC LIBRARY DEPARTMENT.	
Mch. 2.....	Mary O. Allen.....	Substitute Assistant.
Mch. 7.....	Hannah Coad.....	Substitute Assistant.
Mch. 7.....	Marion E. Holloway....	Substitute Assistant.
	PUBLIC MUSEUM DEPARTMENT.	
Mch. 1.....	Geo. Oxborrow.....	Attendant.
	PUBLIC LIBRARY AND MUSEUM, Jointly.	
May 25.....	William Winkel.....	Fireman.
	PUBLIC WORKS DEPARTMENT.	
Jan. 3.....	Otto F. Einem.....	Superintendent Second Ward.
June 17....	Roman T. Ziarnek.....	Superintendent Twelfth Ward.
July 13.....	David M. Sneddon.....	Superintendent Seventeenth Ward.
April 1.....	Thorwald J. Lund.....	Bridge Tender.
April 1....	Michael Kierans.....	Bridge Tender.
April 1.....	Michael J. Foran.....	Bridge Tender.
April 14....	Thomas F. Duffy.....	Bridge Tender.
May 1.....	Frank H. Gerdis.....	Bridge Tender.
May 1....	H. H. Hovland.....	Bridge Tender.
July 1....	Lawrence Cullen.....	Bridge Tender.
July 1....	Thos. Morrissey.....	Bridge Tender.
July 1.....	Carl E. E. Will.....	Bridge Tender.
July 1.....	John J. McLinden.....	Bridge Tender.
Sept. 11....	Chas. M. Johnson.....	Engineer City Hall.

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APPOINTMENTS IN THE OFFICIAL SERVICE—CONTINUED.

For the Year 1903.

To Take Effect.	Name.	Position.
	SCHOOL DEPARTMENT.	
Jan. 2....	Geo. H. Wiggins.....	Janitor E. S. High School.
Nov. 1.....	Nicholas Riemer.....	Janitor 2nd Dist. Primary and School for Deaf.
May 10.....	John G. Hanson.....	Janitor 5th Dist. Primary No. 1.
Nov. 16.....	Peter Heipp.....	Janitor 5th Dist School.
Feb. 1....	Albert G. Ahrendt.....	Janitor 6th Dist. School.
Sept. 16....	Henry J. Brocker.....	Janitor 6th Dist. School No. 2.
Nov. 16.....	Emil J. Kroscher.....	Janitor 9th Dist. Primary School.
Nov. 24.....	Wm. L. Hart.....	Janitor 9th Dist. Primary School.
Nov. 10.....	Chas. E. Jeske.....	Janitor 10th Dist. Prim. School No. 2.
July 1.....	Paul C. Fischer.....	Janitor 16th Dist. School No. 1.
Jan. 29.....	Robt. A. Prestin.....	Janitor 18th Dist. School.
Nov. 1.....	Edw. J. Roloff.....	Janitor 18th Dist. School.
	TAX DEPARTMENT.	
Mch. 23....	Nicholas Noll.....	Assessor 10th Ward.
Mch. 23....	Wm. Bannon.....	Assessor 16th Ward.
Mch. 23....	Herman J. Hucke.....	Assessor 19th Ward.
Mch. 23....	Fred J. Huennekens....	Assessor 23rd Ward.
	WATER REGISTRAR'S DEPARTMENT.	
Feb. 24.....	Chas. J. Conaty.....	Meter Reader.
Feb. 24.....	Leo Ehrlich.....	Meter Reader.
Feb. 24.....	Ralph G. Bertschy.....	Meter Reader.
Feb. 24.....	Stephen Carrigan.....	Meter Reader.
May 1.....	Peter J. McIntyre.....	Meter Reader.
Nov. 16.....	Wm. F. Burghardt.....	Meter Reader.
Aug. 1....	Aurel J. Langlois.....	Clerk 2nd Grade.
Nov. 16.....	Walter Windfelder.....	Clerk 2nd Grade.

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PROMOTIONS IN THE OFFICIAL SERVICE.

During the Year 1903.

To Take Effect.	Name.	Position and Subdepartment.
1903.	CITY ENGINEER'S DEPARTMENT.	
Aug. 1....	Burton Y. Behne.....	Messenger to Clerk Meter and Distribution Subdept.
Nov. 3.....	Frank Narath.....	Chainman to Rodman.
Mch. 1....	Albert Mingers.....	Helper (Labor Service) to Fireman (Official Service) at North Point Pumping Station.
Oct. 20.....	John Behling.....	Calker (Labor Service) to Superintendent of Meters and Distribution (Official Service).
Nov. 1.....	David Milbrath.....	Hydrant Inspector (Official Service) to Calker (Labor (Service) Meter and Distribution Subdept.
Nov. 4.....	Wm. Flannigan.....	Helper (Labor Service) to Hydrant Inspector (Official Service) Meter and Distribution Subdept.
Dec. 1....	Henry Vollmer.....	Teamster (Labor Service) Meter and Distribution Subdept., to Watchman at Reservoir (Official Service).
	HEALTH DEPARTMENT.	
May 25.....	P. J. King.....	Sanitary Inspector to Complaint Clerk.
July 20....	Emil Bercher.....	Foreman Garbage Crematory to Complaint Clerk.
	PUBLIC LIBARRY DEPARTMENT.	
Mch. 11....	Signa Knudson.....	Page to regular Assistant.
	PUBLIC LIBRARY AND MUSEUM, Jointly.	
May 1.....	Fred W. Kanitz.....	Fireman to Assistant Engineer.
	PUBLIC WORKS DEPARTMENT.	
Jan. 17.....	Frank Schomann.....	Inspector of Street Work to Inspector of Street Work and Buildings.
July 1.....	Phillip G. Connelly.....	Inspector Brick Sewers to Inspector Brick Sewers and Brick Pavement.
Dec. 8.....	Bernard Knoechel.....	Engineer Steam Road Roller to Engineer North Side Natatorium.
Jan. 1.....	John Oremus.....	Electrician's Helper (Labor Service) to Fireman City Hall (Official Service).
Feb. 6.....	John J. Crilley.....	Mason Sewer Subdept. (Labor Service) to Inspector Brick Sewers and Tunnels (Official Service).
	WATER REGISTRAR'S DEPARTMENT.	
May 1.....	Peter Reiff.....	Meter Reader to Assistant Meter Accountant.

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CHANGES IN THE OFFICIAL SERVICE.

During the Year 1903.

Appointments	61	Resignations	34
Promotions	17	Deaths	6
Transfers	25	Discharges	8
Increase of salary (excepting promotions and transfers)	40	Emergency appointments	103

NATIVITY OF APPOINTEES IN THE OFFICIAL SERVICE.

During the Year 1903.

NATIVE BORN.		FOREIGN BORN.	
Milwaukee	26	Germany	6
Wisconsin (exclusive Milwaukee)	12	Ireland	5
Michigan	2	Norway	3
New York	1	Austria-Hungary	1
		Bohemia	1
	41	Canada	1
		England	1
		Scotland	1
		Sweden	1
			20

Total, 61.

66% Native Born. 33% Foreign Born.

STATISTICS OF APPLICANTS FOR THE LABOR SERVICE.

During the Year 1903.

A.	Total number of applicants	253
B.	Married	200
C.	Single	53
D.	Veterans	3
E.	Women	7
F.	Native born	83
G.	Foreign born	170
H.	Can read and write English	146
I.	Can read and write foreign languages	171
J.	Can not read and write any language	27

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STATISTICS OF APPLICANTS FOR SKILLED LABOR.

During the Year 1903.

NATIVE BORN.		FOREIGN BORN.	
Milwaukee	18	Germany	19
Wisconsin (exclusive Milwaukee)	4	Austria-Hungary	2
Illinois	2	Canada	1
Kansas	1	Ireland	1
Ohio	1		23
Vermont	1		
U. S. (state not given)	2		
	29		

Total, 52.

56% Native Born. 44% Foreign Born.

RESIDENCE IN U. S.		AGE.	
No. of Applicants.	Years.	No. of Applicants.	Years.
2	11 to 15	7	21 to 25
7	16 to 20	6	26 to 30
11	21 to 25	6	31 to 35
8	26 to 30	9	36 to 40
11	31 to 35	7	41 to 45
5	36 to 40	4	46 to 50
3	41 to 45	6	51 to 55
3	46 to 50	3	56 to 60
1	56 to 60	1	61 to 65
1	71 to 75	2	66 to 70
		1	71 to 75
52		52	

Have families dependent upon them for support	32
Freeholders	13

Can read and write English and German	25
Can read and write English	20
Can read and write German	4
Can read and write English, German and Bohemian	1
Can read and write English and Hollandish	1
Can read and write German and Polish	1
	52

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STATISTICS OF SKILLED LABOR ELIGIBLES.

December 31, 1903.

NATIVE BORN.		FOREIGN BORN.	
Milwaukee	28	Germany	35
Wisconsin (exclusive Milwaukee)	7	Norway	3
Illinois	1	Austria-Hungary	2
Kansas	1	Holland	1
Michigan	1	Ireland	1
Minnesota	1	Italy	1
New Hampshire	1		—
New York	1		43
Ohio	1		
Pennsylvania	1		
Vermont	1		
U. S. (state not given)	1		
	—		
	45		

AGE OF SKILLED LABOR ELIGIBLES.

No. of Eligibles.	Years.	No. of Eligibles.	Years.
18	21 to 25	8	46 to 50
13	26 to 30	13	51 to 55
11	31 to 35	6	56 to 60
8	36 to 40	1	71 to 75
10	41 to 45	—	
		88	

Have families dependent upon them for support	58
Freeholders	25
Veterans	2

Can read and write English and German	37
Can read and write English	33
Can read and write German	7
Can read and write English and Norwegian	3
Can read and write English and Hollandish	2
Can read and write English, German and French	1
Can read and write English, German and Bohemian	1
Can read and write English and Polish	1
Can read and write German and Polish	1
Can read and write Italian	1
Can not read and write any language	1
	—
	88

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STATISTICS OF APPLICANTS FOR COMMON LABOR.

During the Year 1903.

NATIVE BORN.		FOREIGN BORN.	
Milwaukee	28	Germany	94
Wisconsin (exclusive Milwaukee)	17	Poland	26
Illinois	2	Bohemia	5
New York	2	Ireland	5
Indiana	1	Italy	5
Michigan	1	Austria-Hungary	4
Missouri	1	England	3
Pennsylvania	1	Switzerland	2
Vermont	1	Denmark	1
	—	Holland	1
	54	Sweden	1
			147

Total, 201.

27% Native Born. 73% Foreign Born.

RESIDENCE IN U. S.		AGE.	
No. of Applicants.	Years.	No. of Applicants.	Years.
1	3 to 5	1	16 to 20
1	6 to 10	10	21 to 25
24	11 to 15	16	26 to 30
28	16 to 20	16	31 to 35
43	21 to 25	18	36 to 40
26	26 to 30	26	41 to 45
31	31 to 35	19	46 to 50
19	36 to 40	39	51 to 55
10	41 to 45	18	56 to 60
11	46 to 50	20	61 to 65
3	51 to 55	7	66 to 70
4	56 to 60	6	71 to 75
		5	76 to 80
201		201	

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Have families dependent upon them for support	168
Freeholders	91
Veterans	2

Can read and write English and German	56
Can read and write English	35
Can read and write German	35
Can read and write Polish	18
Can read and write German and Polish	17
Can read and write Italian	4
Can read and write English and Polish	3
Can read and write English, German and Polish	3
Can read and write English and Italian	1
Can read and write English and Swedish	1
Can read and write Slavonic	1
Can not read and write any language	27
	201

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LABOR ELIGIBLE LISTS.

In force December 31, 1903.

SKILLED LABORERS.

Blacksmiths	3	Masons and Plasterers	8
Bridge Carpenters	16	Painters	11
Bridge Painters	5	Plumbers	4
Bridge Painters and Sailors	15	Slater	1
Carpenters and Cabinet Makers	16	Steamfitters	4
Locksmith	1	Tinner	1
Machinists	4		

MISCELLANEOUS SPECIAL COMMON LABORERS.

Boatmen	9	Park Laborers (East Side)	20
Bridge Helpers	9	Park Laborers (West Side)	25
Bridge Laborers	7	Park Laborers (South Side)	17
Calker's Helper	1	Pavers	19
Cleaners Pub. Bldgs. (male)	45	Pasters in Bindery	4
Cleaners at Pumping Stations	9	Pipe Layers	2
Helpers at Pumping Stations	12	Pound Driver	1
Laborers at Pumping Stations	13	Scrubwomen	18
Coal Passers	27	Sewer Cleaners	2
Electric Crane Operator	1	Sewer Digger (miner)	1
Electrician's Helper	8	Sewer Laborers (East Side)	6
Helper at Natatoria	1	Sewer Laborers (West Side)	5
Laborers at Public Library	4	Sewer Laborers (South Side)	11
Laborers School Repair Dept	3	Steamfitter's Helpers	8
Laborers Garbage Plant (not yet placed under Civil Service Rules)	23	Teamsters	4
Machinist's Helpers	3	Tree Trimmer	1
Mason's Helper	1	Water Dept.—Helpers	40
Meter Repairers	25	Water Dept.—Laborers	15
Office Cleaners (female)	51	Water Dept.—Turn-on-and-off men	28

WARD LABORERS.

First Ward	5	Thirteenth Ward	36
Second Ward	15	Fourteenth Ward	30
Third Ward	10	Fifteenth Ward	2
Fourth Ward	3	Sixteenth Ward	2
Fifth Ward	15	Seventeenth Ward	9
Sixth Ward	9	Eighteenth Ward	26
Seventh Ward	8	Nineteenth Ward	9
Eighth Ward	14	Twentieth Ward	29
Ninth Ward	39	Twenty-first Ward	9
Tenth Ward	26	Twenty-second Ward	31
Eleventh Ward	37	Twenty-third Ward	15
Twelfth Ward	32		

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APPOINTMENTS IN THE LABOR SERVICE.

During the Year 1903.

PUBLIC WORKS DEPARTMENT.

WARDS.

To Take Effect.	Name.	No. of Ward.	Position.
1903.			
May 19.....	Teofil Orcholski.....	1st	Paver.
May 19.....	Jos. Hecht.....	1st	Paver.
April 7.....	Mathias Stehle.....	2nd	Common Labor.
April 6.....	Michael Malloy.....	3rd	Common Labor.
April 6....	Michael Gallagher.....	3rd	Common Labor.
April 6.....	Gioachino Giannusi.....	3rd	Common Labor.
April 6.....	John P. Ryan.....	3rd	Common Labor.
April 6....	August Bussalach.....	3rd	Common Labor.
April 22....	John C. Paquet.....	4th	Common Labor.
April 22....	John Coughlin.....	4th	Common Labor.
Mch. 17....	Jacob Musha.....	5th	Common Labor.
Mch. 24....	Ben Schwegler.....	5th	Common Labor.
Mch. 24.....	Peter Highland.....	5th	Common Labor.
Mch. 24.....	Dennis McCarty.....	5th	Common Labor.
Mch. 24.....	Johann Kuchowski.....	5th	Common Labor.
April 21....	Fred Borth.....	5th	Common Labor.
April 21....	Joseph Konkel, Sr., No. 4.	5th	Common Labor.
April 21....	Chas. Falkenstein.....	5th	Common Labor.
Feb. 13.....	Christoph Voi.....	6th	Paver.
May 14.....	Fred Wagenfuhrer.....	6th	Common Labor.
June 15....	Gottlieb Doebert.....	6th	Common Labor.
June 15....	Math. Lamster.....	6th	Common Labor.
June 15....	Carl Adrian.....	6th	Common Labor.
June 23....	Benedict Waegli.....	6th	Common Labor.
Mch. 6.....	Fred Huth.....	7th	Common Labor.
April 22....	Fred Westfahl.....	11th	Paver.
April 22....	Joseph Gorecki.....	11th	Paver.
April 22....	Teofil Piasecki.....	11th	Paver.
April 22....	John Graj.....	11th	Paver.
April 13....	Leon Szybezynski.....	12th	Common Labor.
April 13....	John Zientek.....	12th	Common Labor.
April 13....	Tomacz Meller.....	12th	Common Labor.
Sept. 4.....	Jacob Nierzwicki.....	12th	Paver.
Mch. 28....	John Rojahn.....	13th	Common Labor.
Mch. 28....	Jacob Wolski.....	13th	Common Labor.
April 6.....	Heinrich Kark.....	13th	Common Labor.
April 6.....	Jacob Balachowski.....	13th	Common Labor.
April 6.....	John Kozlowski.....	13th	Common Labor.
April 24....	Simon Kuick.....	14th	Paver.
April 24....	Franz Mikodem.....	14th	Common Labor.
April 24....	John Gostomski.....	14th	Common Labor.
Jan. 8.....	Volkmar Zunft.....	15th	Common Labor.
Jan. 8.....	Aug. J. Hoppe.....	15th	Common Labor.

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APPOINTMENTS IN THE LABOR SERVICE—CONTINUED.

During the Year 1903.

To Take Effect.	Name.	No. of Ward.	Position.
1903			
Jan. 8.....	Henry Schneider.....	15th	Common Labor.
Jan. 8.....	Friedrich Erdmann.....	15th	Common Labor.
Jan. 8.....	James Maxwell.....	15th	Common Labor.
July 17.....	Joseph Klein.....	15th	Common Labor.
July 17.....	Casper J. Weber.....	15th	Common Labor.
Nov. 17.....	Michael Fuchs.....	15th	Common Labor.
Dec. 16....	Thomas B. Smith.....	15th	Common Labor.
Mch. 17....	H. J. Otten.....	16th	Common Labor.
Aug. 1....	Daniel McGrath.....	16th	Common Labor.
Mch. 9....	Stanislaus Jankowski..	18th	Paver.
June 29....	Stephan Bernacki.....	18th	Paver.
Jan. 20.....	Heinrich Schulz.....	20th	Common Labor.
Jan. 20....	Jochem Hoeppner.....	20th	Common Labor.
July 1.....	Ferdinand Boeck.....	20th	Paver.
April 1.....	Michael Nickel.....	21st	Common Labor.
April 1.....	C. Schuenemann.....	21st	Common Labor.
April 1.....	Vincent Barbieri.....	21st	Common Labor.
April 1.....	John Schroeder.....	21st	Common Labor.
June 12.....	Fritz Zabel.....	21st	Common Labor.

MISCELLANEOUS SUBDEPARTMENTS.

To Take Effect.	Name.	Position and Subdepartment.
1903.		
Oct. 21....	Mathias J. Paust.....	Painter and Sailor Bridge Repair Subdept.
Oct. 21....	Patrick Sullivan.....	Painter and Sailor Bridge Repair Subdept.
Nov. 9.....	John Grede.....	Painter and Sailor Bridge Repair Subdept.
Jan. 20.....	Thos. Brennen.....	Laborer Bridge Repair Subdept.
Jan. 20.....	Patrick Powers.....	Laborer Bridge Repair Subdept.
Jan. 20.....	Ernst Hoelz.....	Laborer Bridge Repair Subdept.
Mch. 11....	Michael J. Foran.....	Laborer Bridge Repair Subdept.
July 23.....	Peter Thinnes.....	Mason East Sewerage District.
Mch. 17.....	John Drzewicki.....	Cleaner East Sewerage District.
Jan. 8.....	Frank Dempczynski....	Cleaner South Sewerage District.
Feb. 9.....	Frank Wroblewski.....	Cleaner South Sewerage District.
April 22....	Kazmierz Pluskota.....	Cleaner South Sewerage District.
April 22.....	Tomasz Antezak.....	Cleaner South Sewerage District.
July 14.....	Joseph Kusch.....	Cleaner South Sewerage District.
July 14.....	Theo. Piasecki.....	Cleaner South Sewerage District.
Oct. 20.....	Gustav Trapp.....	Laborer West Sewerage District.
Jan. 5.....	John Oremus.....	Electrician's Helper City Hall.
Jan. 1.....	Frank T. Motza.....	Steamfitter's Helper City Hall.
June 22....	Lizzie Perrizo.....	Office Cleaner City Hall.

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APPOINTMENTS IN THE LABOR SERVICE—CONTINUED.

During the Year 1903.

CITY ENGINEER'S DEPARTMENT.

Water Subdepartment.

To Take Effect.	Name.	Position.
1903.		
April 20.....	Fred Zapp.....	Laborer Meter and Distribution Subdepartment.
April 22.....	John Zinda.....	Laborer Meter and Distribution Subdepartment.
April 22.....	John Drzewscki.....	Laborer Meter and Distribution Subdepartment.
Aug. 1.....	John Rzepinski.....	Laborer Meter and Distribution Subdepartment.
Aug. 3.....	John Trzebiatowski...	Laborer Meter and Distribution Subdepartment.
Nov. 5.....	John Gora.....	Helper Meter and Distribution Subdepartment.
Dec. 3.....	Frank Fails.....	Teamster Meter and Distribution Subdepartment.
Feb. 23.....	Wm. Jensch.....	Steamfitter's Helper Meter and Distribution Subdepartment.
May 12.....	Jos. Hildebrandt.....	Laborer Kilbourn Park.
May 12.....	Herman Kickhefer....	Laborer Kilbourn Park.
Oct. 26.....	Geo. J. Roderer.....	Helper City Pipe Yard.

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APPOINTMENTS IN THE LABOR SERVICE—CONTINUED.

During the Year 1903.

PARK DEPARTMENT.

To Take Effect.	Name.	Position.	Place of Employment.
1903.			
Mch. 31....	Joseph Phillips....	Laborer.....	Humboldt Park.
Mch. 31....	Lorenz Kolinski...	Laborer.....	Humboldt Park.
April 13....	Jacob Jagodzinski.	Laborer.....	Humboldt Park.
April 13....	Anton Krajenska..	Laborer.....	Humboldt Park.
April 13....	Andreas Rafenstein	Laborer.....	Humboldt Park.
April 16....	Simon Rademacher	Laborer.....	Humboldt Park.
April 16....	Wm. Emil Kriese, Jr.	Laborer.....	Humboldt Park.
May 16.....	Joseph Studer.....	Laborer.....	Humboldt Park.
May 20....	Andrew Retur.....	Boatman.....	Kosciuszko Park.
May 7.....	John Schurrell.....	Boatman.....	Mitchell Park.
April 25....	Paul Musolff.....	Laborer.....	Mitchell Park.
April 25....	Martin Loch.....	Laborer.....	Mitchell Park.
April 25....	Jacob Keczka.....	Laborer.....	Mitchell Park.
April 25....	S. Fred Wichstrom	Laborer.....	Mitchell Park.
May 6.....	Martin Gruszezynski	Laborer.....	Mitchell Park.
May 6....	Val'tine Rewolinski	Laborer.....	Mitchell Park.
May 6.....	Henry Holzhueter.	Laborer.....	Mitchell Park.
May 19.....	Paul Oscar Stetter.	Laborer.....	Mitchell Park.
May 20....	Louis Gustav Klatt	Laborer.....	Washington Park.
May 20....	Joseph Klein.....	Laborer.....	Washington Park.
May 20....	Aug. Plautz.....	Laborer.....	Washington Park.
May 20....	Carl F. Edw. Mecus	Laborer.....	Washington Park.
May 24.....	John Jarmer.....	Laborer.....	Washington Park.
May 24.....	Joseph Pfeil.....	Laborer.....	Washington Park.

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APPOINTMENTS IN THE OFFICIAL SERVICE—CONTINUED.

During the Year 1903.

SCHOOL REPAIR SUBDEPARTMENT.

To Take Effect.	Name.	Position.
1903.		
July 14.....	Julius R. Huebner.....	Carpenter.
July 15.....	Edward A. Halling.....	Carpenter.
July 15.....	Adolf Kaiser.....	Carpenter.
July 20.....	John Lippert.....	Carpenter.
July 28....	Julius Krause.....	Carpenter.
April 23.....	Wilbert S. Seife.....	Painter.
May 20.....	Simon Ruther.....	Painter.
May 25.....	John Koch.....	Painter.
June 1.....	Jos. Killian.....	Painter.
June 9.....	Rudolph Goehringer....	Painter.
June 9.....	Herman Potratz.....	Painter.
June 15.....	Wm. Niessen.....	Painter.
June 15.....	Fred Schmitt.....	Painter.
June 15.....	Matthias Lorenz.....	Painter.
June 15.....	Franz Mohr.....	Painter.
Mch. 3.....	Theodore Ziegler.....	Steamfitter's Helper.
May 15.....	Math. Stehle.....	Laborer.
May 15.....	Frank Koplin.....	Laborer.

PUBLIC LIBRARY DEPARTMENT.

To Take Effect.	Name.	Position.
1903.		
Jan. 1.....	Barbara Schmidt.....	Office Cleaner.

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NATIVITY OF EMPLOYES IN THE LABOR SERVICE.

December 31, 1903.

NATIVE BORN.		FOREIGN BORN.	
Milwaukee	96	Germany	640
Wisconsin (exclusive Milwaukee)	30	Ireland	71
New York	21	Italy	27
Illinois	7	Austria-Hungary	26
Massachusetts	5	Poland	18
Pennsylvania	4	England	12
Connecticut	3	Norway	9
Michigan	2	Bohemia	8
Ohio	2	Holland	8
Vermont	2	Sweden	5
Maryland	1	Switzerland	4
Missouri	1	Canada	3
Rhode Island	1	Sicily	2
U. S. (state not given)	1	Wales	2
	—	Denmark	1
	176	France	1
		Russia	1
		Scotland	1
		Europe	4
			—
			843

Known	1,019
Unknown	46
Total	1,065

17% Native Born. 83% Foreign Born.

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TOTAL CHANGES IN THE CITY SERVICE.

During the Year 1903.

Appointments in the Official Service	61		
Appointments in the Labor Service	62	123	
Promotions and Transfers in the Official Service	43		
Promotions from Labor to Official Service	6		
Promotions and Transfers in the Labor Service	29	78	
Separations from the Official Service	48		
Separations from the Labor Service	126	174	
Total changes of all kinds (excepting temporary changes, leave of absence and "lay-offs")			375

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TOTAL NUMBER OF ALL PERSONS IN THE CITY CIVIL SERVICE OF MILWAUKEE.

I. UNDER CIVIL SERVICE RULES.			
A. UNDER THE BOARD OF CITY SERVICE COMMISSIONERS:			
In the Official Service	530		
In the Labor Service	1,065		
In both branches		1,595	
B. UNDER THE BOARD OF FIRE AND POLICE COMMISSIONERS			
In the Fire Department	339		
In the Police Department	327		
In both branches		666	
C. UNDER THE BOARD OF SCHOOL DIRECTORS:			
Principals, Teachers and Truant Officers		946	
Total number of persons under Civil Servic Rules of the three branches			3,207
II. NOT UNDER CIVIL SERVICE RULES.			
D. ELECTIVE OFFICERS:			
Mayor, Comptroller, Treasurer, Attorney	4		
Aldermen	46		
Clerk of Municipal Court	1		
Judges	2		
Justices of the Peace	11		
Constables	11		
Total number of exempted elective officers		75	
E. APPOINTIVE OFFICERS:			
1. Salaried Officers—			
Heads of Departments	11		
Deputies	8		
Cashier	1		
Secretaries	4		
Treasurer's Clerks	2		
Assistant City Attorneys	4		
Assistant City Engineer	1		
Assistant Clerks of Municipal Court	2		
Court Reporter	1		
Court Janitor	1		
Weigh Masters (receiving one-half of proceeds)	2		
School Superintendent	1		
Assistant School Superintendents	3		
Exempted Clerks	4		
Taxidermists	2		
		47	

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TOTAL NUMBER OF ALL PERSONS IN THE CITY CIVIL SERVICE OF MILWAUKEE—CONTINUED.

II. NOT UNDER CIVIL SERVICE RULES—(Cont.)				
2. Honorary Officers—				
City Service Commissioners	4			
Fire and Police Commissioners	4			
Commissioners of Public Debt	3			
Park Commissioners	5			
School Commissioners	4			
School Directors	23			
Library Trustees	9			
Museum Trustees	9			
Johnston Emergency Hospital Trustees	9			
Total number of exempted honorary appointive officers		70		
Total number of exempted appointive officers or employes			117	
Total number of officers and employes not subject to Civil Service Rules				192
Total number of persons in the City Service				3,399

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The number of laborers actually employed in street work and in the parks at the time of this writing is much less than represented in the foregoing summary, because a number of the skilled and common laborers included in it are often laid off when there is not sufficient work for them, and especially during the winter the superintendent assigns the men to work in relays, so as to give as many of them as possible an opportunity for part of the work, excepting the employes of lang standing needed for the special work requiring experience and training, who are rarely laid off.

The following figures indicate what work has to be taken care of during the year:

Area of city	22½ square miles or		14,400 acres
Area of public squares			22 acres
Length of streets			528.734 miles
Length of water mains			380.642 miles
Length of sewers, including intercepting sewers or tunnels			351.249 miles
Area of parks in charge of Board of Public Works			60.997 acres
Area of parks in charge of Park Commissioners			460.713 acres
viz: Lake Park	123.6	acres	
Riverside Park	24	acres	
Sherman Park	24	acres	
Washington Park	147.745	acres	
Mitchell Park	59.5	acres	
Kosciuszko Park	36.868	acres	
Humboldt Park	45	acres	
School houses (exclusive barracks)			54
Other public buildings			49
Apparatus on wheels used by the Fire Department			89
Fire boats for river service			3
Horses			174

I am glad to acknowledge the most satisfactory and willing assistance extended to me during the year just past by the different departments of the city government, and am very much pleased to be able to incorporate in this report my heartfelt thanks to all city officials for their kind courtesy and friendly co-operation. Most important, however, is the fact that the heads of all departments have always cheerfully complied with the rules, regulations and laws of the Board, and I have no evasion or omission to report.

Respectfully submitted,

JOHN J. VLACH.

Chief Examiner and Secretary.

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EXHIBIT C.

CITY CIVIL SERVICE ACT.

Chapter 313, of the Laws of 1895, App. April 19 and Pub. April 29
[As Amended by Chapter 218, of the Laws of 1897,
App. April 12, and Pub. April 13.]

AN ACT to regulate the civil service of cities.

The people of the State of Wisconsin, represented in Senate and Assembly, do enact as follows:

SECTION 1. The Mayor of each city in this state, of the first class, or of the second class, as defined by Section 1, of Chapter 312, of the general laws of Wisconsin, enacted in 1893, whether such city be incorporated by special act of the Legislature or under the general laws of the state, shall, before the fifteenth day of June, A. D. 1895, or the fifteenth day of June in the year next following the first state or national census, showing such city to belong to either said first or said second class, appoint four persons, citizens and residents of said city, who shall constitute and be known as the Board of City Service Commissioners of such city, and shall designate one of the persons so appointed to serve for a term of four years, one for a term of three years, one for a term of two years, and one for a term of one year, from the first Monday of July in the year of their appointment and until their respective successors are appointed and qualified; and in each and every year after such first appointment, the Mayor shall, in like manner, in the month of June, appoint one person as the successor of the Commissioner whose term shall expire in that year, to serve as such Commissioner for four years from the first Monday of July then next ensuing, and until his successor is appointed and qualified. Three Commissioners shall constitute a quorum necessary for

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the transaction of business. Any vacancy in the office of Commissioner occurring during the term shall be filled for the unexpired term by appointment by the Mayor, and all appointments, both original and to fill vacancies, shall be so made that not more than two Commissioners shall at the time of the appointment be members of the same political party. Said Commissioners shall hold no lucrative office or employment under the United States, the State of Wisconsin, or any municipal corporation or political division thereof, and each Commissioner shall, before entering upon the discharge [of the duties] of his office and within ten days after receiving notice of his appointment, take and subscribe the oath of office prescribed by the constitution of this state, and file the same, duly certified by the officer administering it, with the [City] Clerk of his city, and no salary or other compensation for his services shall be paid to any such Commissioner.

SEC. 2. [**As amended by Section 1, Chapter 218, of 1897.**] The said Commissioners shall make rules adapted to carry out the purposes of the act and not inconsistent with its provisions, for the examination and selection of persons to fill offices and positions in the service of their respective cities, which are required to be filled by appointment, and for the selection of persons to be employed in the service of such city. All rules so made shall be subject to the approval of the Mayor of the city, and they may with like approval be from time to time altered or rescinded by said Commissioners. The said Commissioners shall supervise the administration of the rules so established.

SEC. 3. The rules mentioned in Section 2 of this act may be made from time to time:

1st. For open, competitive and other examinations by which to test applicants for office or for employment as to their practical fitness to discharge the duties of the positions which they desire to fill, which examinations shall be public and free to all citizens of the United States, with proper limitations as to residence, age, health, sex, habits and moral character.

2nd. For the filling of vacancies in offices and places of employment in accordance with the results of such examinations, and for the selection of persons for public employment in accordance with such results, or otherwise, as may seem most desirable to carry out the provisions of this act.

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3rd. For promotions in office or positions on the basis of ascertained merit and seniority in service, and examination as may seem desirable.

4th. For a period of probation before an appointment or employment is made permanent.

All rules made as provided in this act and all changes therein shall forthwith be printed for distribution by said Board.

SEC. 4. From and after the adoption of such rules, all appointments to subordinate offices, positions and employments in the several departments of the service of such city which are subject to such rules, shall be made by the respective heads of such departments under and in conformity with the provisions of such rules, and such heads of departments shall respectively have power to remove or discharge at pleasure any person holding any subordinate office, position or employment in their respective departments.

SEC. 5. All applicants for offices, places or employments in the civil service of such city, except those mentioned in Section 6, shall be subject to examination under and in accordance with the rules so made by said Commissioners. Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the particular service to which they seek to be appointed, and shall include tests of physical qualifications and health, and, when appropriate, of manual skill. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office or for employment within the scope of the rules established as aforesaid shall be in any manner affected or influenced by such opinions or affiliations.

SEC. 6. Officers who are elected by the people, or who by statute are required to be elected by the city council, inspectors and clerks of election, members of any board of education, the superintendents and teachers of schools, heads of any principal departments of the city, all members of the law, fire and police departments, offices and clerks for the faithful discharge of whose duties a superior officer is required to give bond, one private secretary of the Mayor, and any other officers, clerks or employes in the service of the city whose positions, in the judgment of the said City Service Commissioners, can not, for the time being, be subjected, with advantage to the public service, to the

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general rules prepared under this act, shall not be affected as to their election, selection or appointment, by such rules made by said Commissioners.

SEC. 7. Every application, in order to entitle the applicant to appear for examination, or to be examined, must state the facts under oath on the following subjects: (1) full name, residence and post-office address; (2) citizenship; (3) age; (4) place of birth; (5) health and physical capacity for the public service; (6) previous employment in the public service; (7) business or employment and residence for the previous five years; (8) education. Such other information shall be furnished by the applicant as may reasonably be required by the Board touching the applicant's fitness for the public service.

SEC. 8. **[As amended by Sec. 2, Chapter 218 of 1897.] The said board shall appoint a chief examiner, whose duty it shall be, under its direction, to superintend any examinations held in such city under this act and who shall perform such other duties as the board shall prescribe. Such chief examiner shall be ex-officio secretary of the board, and under the direction of such board he, as such secretary, shall keep and record minutes of its proceedings, preserve all reports made to it, keep a record of all examinations held under its direction, and perform such other duties as the board may from time to time prescribe. Such chief examiner shall receive a salary to be be fixed by said board at a sum not exceeding the rate of fifteen hundred dollars per annum, which shall be paid monthly by the city treasurer on the certificate of the president of said board countersigned by the city comptroller. He shall be subject to removal at any time by said board. The said board may also incur such expenses for clerk hire, printing, stationery and other incidental matters as it shall deem necessary; provided, however, that the total amount of all expenditures by it incurred during any year, including the compensation of the chief examiner, clerks and other employes, shall not exceed the amount of the special fund herein provided and known as "the city civil service fund."**

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Additional provisions are contained in the following Section of said Chapter 218 of the Laws of 1897, to-wit:]

SEC. 3. **From and after the passage and publication of this act, the common council shall levy and collect annually, upon all taxable property of the said city, at the same time and in the same manner as other city taxes are levied and collected by law, a special tax not exceeding one thirty-fifth of a mill upon each dollar of the assessed value of said taxable property, the amount of which shall be determined by said board of city service commissioners and certified by it to the common council and to the city comptroller within ten days after the passage and publication of this act, and thereafter before the twentieth day of January in each year, and the entire amount of such special tax shall constitute a separate and distinct fund to be known as the "city civil service fund," and shall not be used or appropriated, directly or indirectly, for any other purpose than paying the salaries of the chief examiner, clerks and employes of said board and the other necessary expenses of carrying out the purposes of this act. All disbursements on account of such city civil service fund, except for the salary of the chief examiner, shall be paid by the city treasurer on the orders of the president and secretary of the board countersigned by the city comptroller.**

SEC. 9. The Board shall control all examinations, and may, whenever an examination is to take place, designate a suitable number of persons, either in or not in the official service of the city, to be examiners, and it shall be the duty of such examiners, and, if in the service of the city, it shall be a part of their official duty, without extra compensation, to conduct examinations as the Board may direct, and make return or report thereof to such Board; and the Board may, at any time, substitute any other person, whether or not in such service, in the place of any one so selected; and the Board may themselves, at any time, act as such examiners, and without appointing examiners. The examiners, at any examination, shall not all be members of the

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same political party, and no person shall serve in an examination of candidates for office under the provisions of this act in case of a relative or connection by marriage within the degree of first cousin.

SEC. 10. [**As amended by Sec. 4, of Chap. 218, of 1897.**] **Notice of the time, place and general scope of every examination shall be given by the board by publication at least four times on alternate days, beginning at least ten days before the date of such examination, in one or more daily newspapers of general circulation published in such city, and such notice shall also be posted by said board in a conspicuous place in its office at least ten days before such examination. Such further notice of examinations may be given as the beard shall prescribe.**

SEC. 11. From the returns or reports of the examiners, or from the examinations made by the Board, the Board shall prepare and keep a register for each grade or class of position in the service of such city, of the persons whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of such Board, and who are otherwise eligible, and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination, without reference to priority of time of examination.

SEC. 12. [**As amended by Sec. 5, Chap. 218, of 1897.**] **Immediate notice in writing shall be given by the appointing power, to said board of city service commissioners, of all appointments, permanent or temporary, made pursuant to this act and the rules made and established under the same, in those branches or departments of the civil service of such city which are subject to this act and the rules of said board, and all transfers, promotions, resignations, other changes or vacancies from any cause in such branches or departments of the city service, and of the date thereof, and a record of the same shall be kept by said board. When any office or place of employment, subject to such rules, is created or abolished, or the com-**

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pensation attached thereto is altered, the officer or board making such change shall immediately report the same in writing to said board of commissioners.

SEC. 13. Said Board of Commissioners shall, on or before the 15th day of March in each year, make to the Mayor for transmission to the City Council, a report showing its own action, the rules in force, the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act. The Mayor may require a report from said Board at any other time.

SEC. 14. All officers of any such city shall aid said Board in all proper ways in carrying out the provisions of this act, and, at any place where examinations are to be held, shall allow the reasonbale use of the public buildings for holding such examinations. The Mayor of each city shall cause suitable rooms to be provided for said Board at the expense of such city; and a sufficient sum of money shall be appropriated each year by each city to carry out the provisions of this act in such city.

SEC. 15. No person or officer shall willfully and corruptly, by himself or in co-operation with one or more other persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing or willfully or corruptly make any false representations concerning the same or concerning the person examined, or willfully or corruptly furnish to any person any special or secret information for the purpose either of improving or injuring the prospects or chances of any person so examined, or to be examined, being appointed, employed or promoted.

SEC. 16. [**As amended by Sec. 6, Chap. 218, of 1897.**] **No comptroller or accounting or auditing officer of such city shall allow the claim for services of any person employed in the public service in violation of tbe provisions of this act or of the rules made and established by the board of city service commissioners pursuant to this act.**

SEC. 17. The Board of City Service Commissioners shall certify to the Comptroller all appointments to offices and places in the civil

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service of the city, subject to their rules, and all vacancies occurring therein, whether by dismissal, resignation or death. No Comptroller of any such city shall approve the payment of or be in any manner concerned in paying any salary or wages to any person, subject to such rules, for services as an officer or employe of such city, before the appointment of such person to the city service has been certified by the Board to the Comptroller, nor after the vacation of such person's office or employment shall have been so certified.

SEC. 18. No Paymaster, Treasurer or other officer or agent of such city shall willfully pay, or be in any manner concerned in paying any person subject to the rules adopted by said Commissioners under this act, any salary or wages for services as an officer or employe of such city, before the appointment of such person to the civil service of such city has been certified by the Board to the Comptroller, nor after the vacation of such person's office or employment shall have been so certified.

SEC. 19. Any person who shall willfully, or through culpable negligence, violate any provision of this act or any rule promulgated in accordance with the provisions thereof, shall be guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine of not less than fifty dollars, and not exceeding one thousand dollars, or by imprisonment in the county jail for a term not exceeding six months, or by both such fine and imprisonment in the discretion of the court.

SEC. 20. If any person shall be convicted under the next preceding section, any public office which such person may hold shall, by force of such conviction, be rendered vacant, and such person shall be incapable of holding office for the period of five years from the date of such conviction.

SEC. 21. Prosecutions for violations of this act may be instituted either by the Attorney-General, the state's attorney for the county in which the offense is alleged to have been committed, or by the Board acting through special counsel. Such prosecutions shall be conducted and controlled by the prosecuting officers who institute them, unless they request the aid of other prosecuting officers.

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[Additional provisions are contained in the following Sections of said Chapter 218 of the Laws of 1897, to-wit:]

SEC. 7. It shall be the duty of every board of city service commissioners appointed under and in pursuance of the provisions of said chapter 313, of the laws of 1895, to investigate the enforcement of said act and of its rules adopted in accordance with its provisions to carry out the purposes of said act and the action of the examiners in said act provided for, and the conduct and action of the appointees in the official service in its city, and may inquire as to the nature, tenure and compensation of all offices and places in the public service thereof. In the course of such investigations each commissioner shall have power to administer oaths, and said board shall have power to secure by its subpœna both the attendance and testimony of witnesses and the production of books and papers relevant to such investigation.

SEC. 8. Any person who shall be served with a subpœna to appear and testify, or to produce books and papers, issued by the board of city service commissioners in the course of any investigation conducted under the provisions of section 6 [7], of this act, and who shall refuse or neglect to appear aud testify or to produce books and papers relevant to such investigation, as commanded in such subpœna, shall be guilty of a misdemeanor, and shall on conviction be punished by fine or imprisonment or both in the discretion of the court, as provided in and by section 19, of the said act hereby amended. The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit courts of this state, and shall be paid from the appropriation for the expenses of the board. Any circuit court of this state, or any judge thereof, whether in term time or vacation, upon application of the board, may compel the attendance of witnesses, the production of books and papers and giving of testimony before the board by attachment for contempt or otherwise, in the same manner, as the production of evidence may be compelled before said

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court. Every person, who, having taken an oath or made affirmation before a commissioner in the course of such an investigation, shall swear or affirm willfully, corruptly and falsely, shall be guilty of perjury, and upon conviction shall be punished accordingly.

SEC. 9. No officer or employe of such city shall discharge, or degrade, or promote, or in any manner change the official rank or compensation of any other officer or employe, or promise or threaten to do so, for giving or withholding any contribution of money or other valuable thing for any party or political purpose, or for refusal or neglect to render any party or political service.

SEC. 10. No applicant for appointment in such official service, either directly or indirectly, shall pay or promise to pay any money or other valuable thing to any person whomsoever, for or on account of his appointment or proposed appointment, and no officer or employe shall pay or promise to pay, either directly or indirectly, to any person any money or other valuable thing whatever for or on account of his promotion.

SEC. 11. No person while holding any office in the government of such city, or any nomination for, or while seeking a nomination for or appointment to, any such office, shall corruptly use, or promise to use, either directly or indirectly, any official authority or influence in the way of conferring upon any person, or in order to secure or aid any person in securing, any office or public employment or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last named person or any other shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

SEC. 12. Any acts and parts of acts conflicting with the provisions hereof are hereby repealed.

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TO

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